

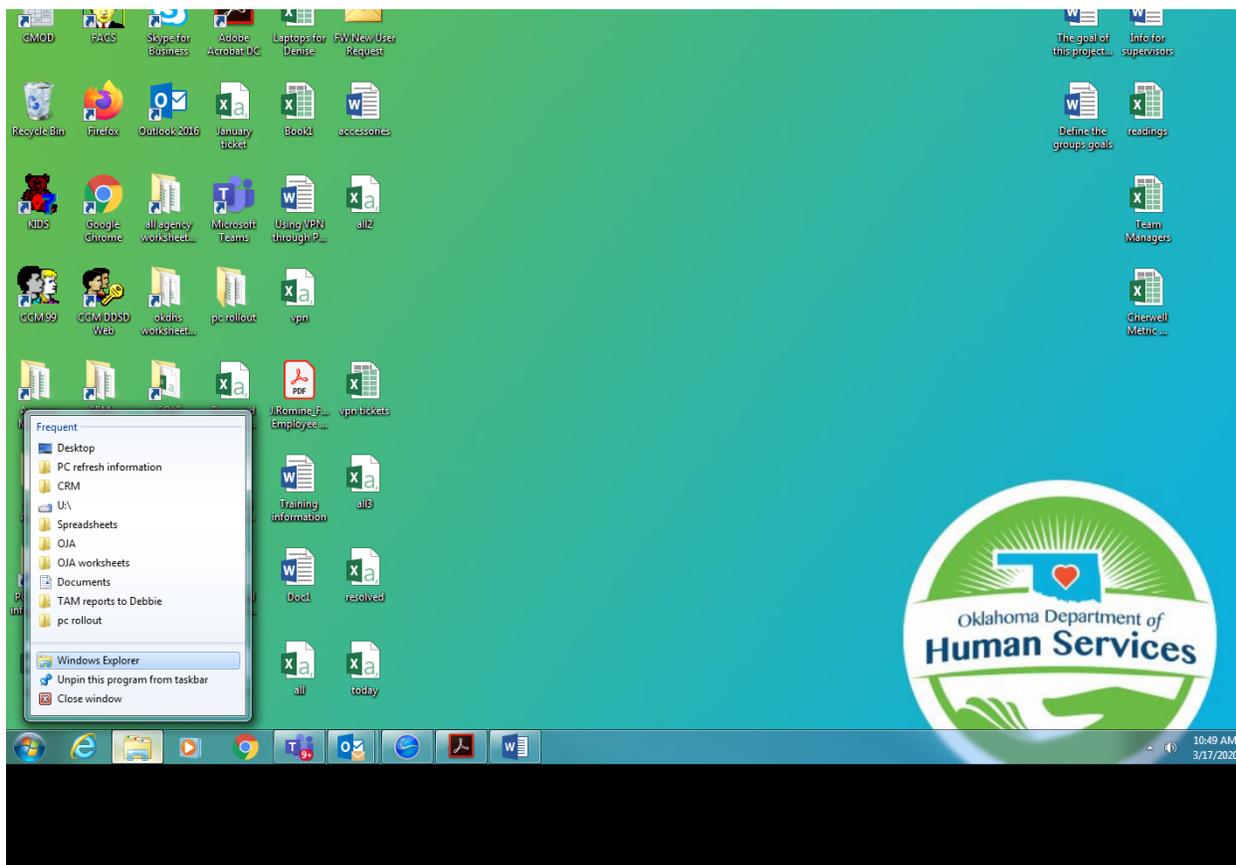


## Mapping a Drive

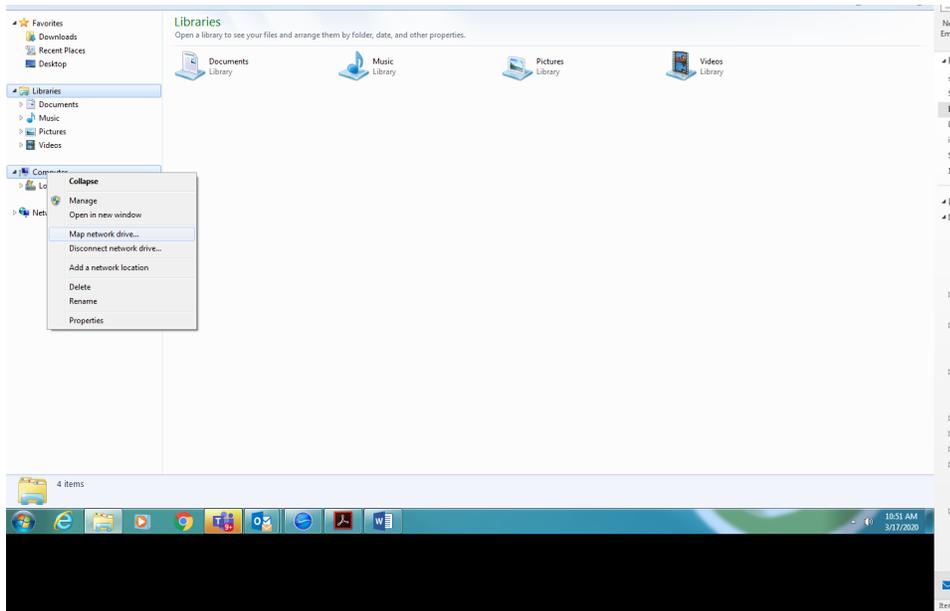
Mapping a network drive allows you to get to it from File Explorer in Windows without having to look for it or type its network address each time.

### Windows 10

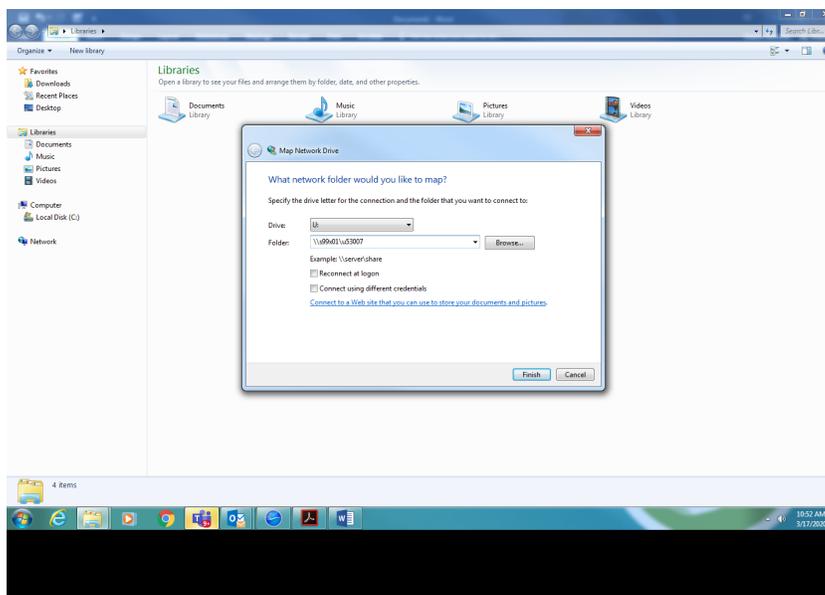
- 1. Open **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key + E**.



- 2. Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**.



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- 3. In the **Drive** list, select a drive letter. (You can use whichever letter you want that is not currently in use).
- 4. In the **Folder** box, type the path of the folder or computer, or select **Browse** to find the folder or computer. To connect every time you log on to your PC, select the **Reconnect at sign-in** check box.
  - For a U folder, use the U drive and map the folder in this format: \\servername\u#
    - For example, [\\s01c01\u123456](#)
  - For a Y folder, use the Y drive and map the folder in this format: \\servername\apps1.
- 5. Select **Finish**.



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## Windows 7

- 1. Similar to the steps above, open Computer by clicking the **Start** button and then clicking **Computer**.
  - 2. Click **Map Network Drive**.
  - 3. In the **Drive list**, click any available drive letter.
  - 4. In the **Folder** box, type the path of the folder or computer, or click **Browse** to find the folder or computer. To connect every time you log on to your computer, select the **Reconnect at logon** check box.
  - 5. Click **Finish**.
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